



STATE OF CALIFORNIA  
Department of Parks and Recreation  
EXAMINATION ANNOUNCEMENT  
SENIOR PARK AND RECREATION SPECIALIST  
DEPARTMENTAL PROMOTIONAL



AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION, COMMITTED TO VALUING DIVERSITY IN THE WORKPLACE.

BV15-1087

2PR13

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE, BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

DEPARTMENTAL FOR	Department of Parks and Recreation
POSITIONS EXIST	Statewide
WHO SHOULD APPLY	Applicants who meet the minimum qualifications by <b>November 28, 2012, the final filing date</b> . Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2. Applicants must have a permanent civil service appointment with the Department of Parks and Recreation <u>OR</u> must be: 1) a current or former employee of the Legislature, with two or more consecutive years as defined in Government Code 18990; <u>OR</u> 2) a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years as defined in Government Code 18992, <u>OR</u> 3) a person retired from the United States military, honorably discharged from active duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991, (please submit DD214) as of the <b>final filing date, November 28, 2012</b> in order to take this examination.
WHERE TO APPLY	Applications (Std. Form 678) may be delivered in person or by mail. Please submit to: <b>By mail to:</b> Department of Parks and Recreation Attention: Selections Unit P.O. Box 942896 Sacramento, CA 94296-001 <b>In person to:</b> Department of Parks and Recreation 1416 9 <sup>th</sup> Street Room 1018 (10 <sup>th</sup> Floor) Sacramento, CA 95814 (916) 653-2012 <b>WRITE "EXAM CODE 2PR13" ON YOUR APPLICATION</b>
FINAL FILING DATE	Applications (Form 678) must be postmarked no later than <b>November 28, 2012, the final filing date</b> . Applications postmarked after the final filing date will not be accepted for any reason.
EXAMINATION DATES	Qualifications Appraisal Interview: It is anticipated that interviews will be held during <b>January/February, 2013</b> .
SALARY RANGE	\$6457 - \$7118
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the application. You will be contacted to make specific arrangements.
ELIGIBLE LIST INFORMATION	A departmental promotional eligible list will be established for the Department of Parks and Recreation. This list will be abolished 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	All applicants must meet the education and/or experience requirements for this examination by <b>November 28, 2012, the final filing date</b> . <b>NOTE:</b> Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination. <b>All applications/resumes must include "from" and "to" employment dates (month/day/year), time base, and applicable civil service class titles.</b> Applications/resumes received without this information will be rejected.

Pursuant to Government Code 18935(b), candidates with permanent status at the Senior Park and Recreation Specialist level or above may not be eligible to apply for this examination.

(Continued on reverse side)

**MINIMUM  
QUALIFICATIONS**

Qualifying experience may be combined on a proportionate basis if the requirements stated include more than one pattern and are distinguished as “**Either**” I, “**Or**” II, “**Or**” III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to the examination as meeting 100% of the overall experience requirement.

**Education:** Equivalent to graduation from college with any major, but preferably in environmental or urban planning, public administration, recreation, park management, or a natural resource-related field. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

**And**

**Either I**

One year of experience in the California state service performing the duties of a Staff Park and Recreation Specialist.

**Or**

Two years of experience performing the duties of an Associate Park and Recreation Specialist.

**Or II**

**Experience:** Five years of increasingly responsible professional experience involving the supervision and administration of programs in planning, administrative or technical work in connection with the analysis, development and implementation of outdoor recreation plans and programs. Three years of this experience must have included supervisory or administrative responsibilities. State service experience used to satisfy the general experience requirement must be at a level of responsibility at least equivalent to that obtained in the class of a Staff Park and Recreation Specialist.

**POSITION DESCRIPTION**

This is the full supervisory level. Incumbents supervise a section or unit with a staff of Park and Recreation Specialists and other classes engaged in planning, developing and implementing park and recreation program and projects, and performs major administrative duties as a Staff Specialist.

**EXAMINATION  
INFORMATION**

The examination will consist of a qualifications appraisal interview weighted 100%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

**QUALIFICATIONS  
APPRAISAL INTERVIEW  
(Weighted 100%)**

Scope:

**A. Knowledge of:**

1. General principles and techniques of research and statistical analysis.
2. General concepts and principles of ecology, land use, conservation, and planning, particularly as they related to outdoor recreation and recreational and historical resources.
3. Structure, administrative, and fiscal procedures of the Federal, State, and local governments.
4. Trends in outdoor recreation usage, including social and economic factors.
5. Laws and regulations of various levels of government relating to the funding, acquisition, development, and operation of recreational areas and outdoor recreational programs.
6. Group leadership.
7. Principles of personnel management and supervision.
8. Program development and evaluation techniques.
9. Administrative principles.
10. The Department's Equal Employment Opportunity program objectives.
11. A manager's role in the Equal Employment Opportunity program and the processes available to meet those objectives.

**B. Ability to:**

1. Reason logically and analyze data.
2. Communicate orally and in writing, and prepare reports.
3. Establish and maintain cooperative relations and deal tactfully with a variety of private and governmental individuals and groups.
4. Creatively solve complex outdoor recreation and related problems.
5. Prepare finished reports with clear, concise recommendations and analyses.
6. Coordinate the work load of others, lead project groups.
7. Interpret and assist in the development of policy.
8. Understand and comply with State administrative procedures.
9. Appreciate and motivate the establishment of group and organizational goals and relationships, to supervise and train subordinate staff.
10. Perform the most difficult, sensitive staff work.
11. Supervise and coordinate the activities of a major program or project.
12. Effectively contribute to the Department's Equal Opportunity objectives.

**VETERANS'  
PREFERENCE CREDITS  
AND CAREER CREDITS**

Veterans' preference credits and career credits are not granted in promotional examinations.

**CONFIDENTIALITY AND  
SECURITY**

Pursuant to Government Code Sections 19680(c) and 19681(b) it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld from certification lists, or cancellation of eligibility for employment in state civil service.

**GENERAL INFORMATION**

**It is the candidate's responsibility** to contact the Department of Parks and Recreation, (916) 653-2012 three days prior to the written test date if he/she has not received his/her notice.

**For an examination** without a written feature it is the candidate's responsibility to contact the Examination Unit of the Department of Parks and Recreation, (916) 653-2012, three weeks after the final filing date if he/she has not received a progress notice.

**If a candidate's notice** of oral or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**Applications** are available at the California Department of Human Resources offices, local offices of the Employment Development Department, and the Department of Parks and Recreation.

**If you meet the requirements**, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The Department of Parks and Recreation** reserves the right to revise the examination plan to better the needs of the service if the circumstances under which this examination was planned changed. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. In addition locations of oral interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of the State Personnel Board in Sacramento.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plan for self-development; and the progress he/she has made in his/her efforts toward self-development.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

DEPARTMENT OF PARKS AND RECREATION  
Personnel Office/Examination Unit 1416 9<sup>th</sup> Street, Room 1018 Sacramento, CA 95814 (916) 653-2012 or P.O. Box 94296  
Sacramento, CA 94296-0001

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device  
1 (800) 735-2929 (TT/TDD) 1 (800) 735-2922 (Voice)